

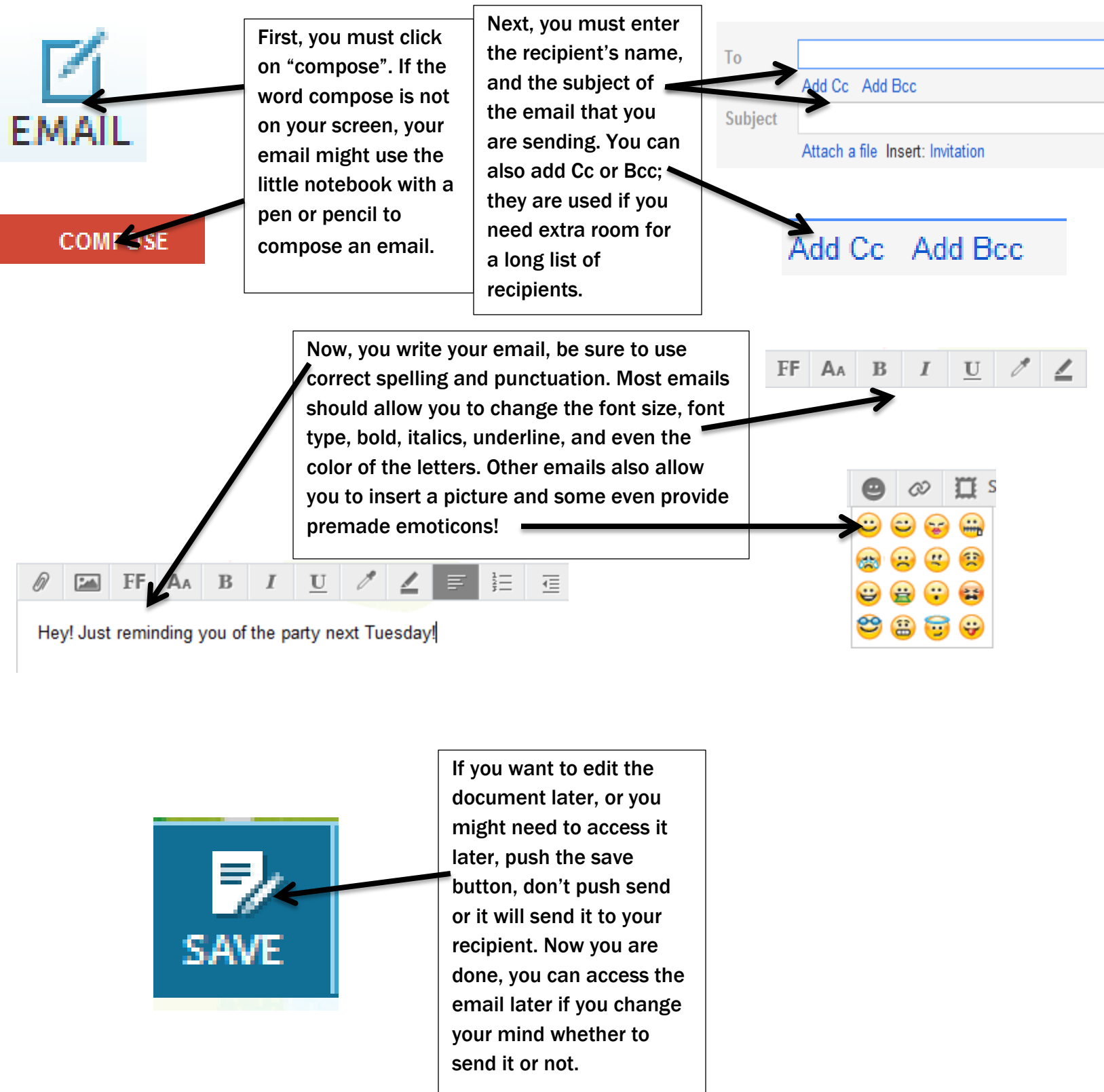
How to save a draft

First, you must click on "compose". If the word compose is not on your screen, your email might use the little notebook with a pen or pencil to compose an email.

Next, you must enter the recipient's name, and the subject of the email that you are sending. You can also add Cc or Bcc; they are used if you need extra room for a long list of recipients.

Now, you write your email, be sure to use correct spelling and punctuation. Most emails should allow you to change the font size, font type, bold, italics, underline, and even the color of the letters. Other emails also allow you to insert a picture and some even provide premade emoticons!

If you want to edit the document later, or you might need to access it later, push the save button, don't push send or it will send it to your recipient. Now you are done, you can access the email later if you change your mind whether to send it or not.



The diagram illustrates the process of saving an email draft. It starts with a red 'COMPOSE' button and an 'EMAIL' icon. The 'To' field is shown with 'Add Cc' and 'Add Bcc' buttons. The 'Subject' field is also present. The rich text editor toolbar includes options for font face (FF), font size (AA), bold (B), italic (I), underline (U), and a grid of emoticons. The 'SAVE' button is shown at the bottom left.